



Lion FPG  
Risk Assessments  
Covid 19 – Factory and Offices  
June 2020

# Risk Assessment

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## Risk Assessment

### Introduction

Risk Assessment is the careful examination, of what could cause harm to people through work activities, so the employer can weigh up whether they have taken enough precautions or should do more to prevent causing harm. All employers are required to carry out risk assessments of their work activities and must record the significant findings of the assessment in writing.

## Risk Assessment

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
<b>Spread of Covid-19 Coronavirus</b>	<b>Staff</b>	<b>Hand Washing</b>	Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.	Shift Supervisors/managers	At start of each shift	Ongoing
	<b>Visitors to premises</b>	· Hand washing facilities with soap and water in place.				
	<b>Cleaners</b>	· See hand washing guidance: <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a>	To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice, Posters are on display.	SL	30-Mar	29-Mar
	<b>Contractors</b>	· Drying of hands with disposable paper towels: <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a>				
	<b>Drivers</b>		Gel sanitisers in any area where washing facilities not readily available	SL	26-Jun	26-Jun
	<b>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</b>					
	<b>Anyone else who physically comes in contact with employees in relation to the business</b>	<b>Cleaning</b>				
		Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, lifting equipment using appropriate cleaning products and methods.	Change focus of cleaner to shared touchpoint areas	Cleaner	29-May	Ongoing
			Clean shared items such as lift truck handles etc	Shift Supervisor	Start of Shift	Ongoing
		<b>Social Distancing</b>				
		Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency	Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.	Shift Supervisors/Managers	At start of each shift	Ongoing
			Posters on Display	FD	08-Jun	08-Jun

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			Marking Flooring in factory to demonstrate 2m distance	SMS/CD	24-Jun	24-Jun
			Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.	JD	31-Mar	31-Mar
			Conference calls to be used instead of face to face meetings	JD	31-Mar	Ongoing
			Review processes to ensure social distancing in place	DA/SMS	12-Jun	12-Jun
			Adding portable barriers where specific jobs prevent distancing	DA/SMS	12-Jun	12-Jun
			Adding One Way areas where feasible. Signposting required for direction of travel	SMS/CD	24-Jun	24-Jun
			Single use gloves, a bin to dispose of them and sanitiser available at shared workstations	SL	24-Jun	24-Jun
			Restriction of visitors on Site	DA	24-Jun	Ongoing
		<b><u>Wearing of Masks</u></b>	Issue washable face masks to all employees to use if they would like to	SL	24-Jun	Ongoing
		<b><u>Wearing of Gloves</u></b>				
		Where current Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided.	Staff will issued with instructions on how to remove gloves carefully to reduce contamination and how to dispose of them safely.	DA	24-Jun	Ongoing
			Make available disposable gloves	SL	24-Jun	Ongoing
			Staff to be reminded that wearing of gloves is not a substitute for good hand washing.	DA	24-Jun	Ongoing
		<b><u>Symptoms of Covid-19</u></b>				

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		If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the current Government guidance.	Follow the guidance for employers relating to communication and contact tracing: <a href="https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance#guidance-for-employers">https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance#guidance-for-employers</a>	DA/JD	31-Mar	Ongoing
		Line managers will maintain regular contact with staff members during this time.				
		<b><u>Communication</u></b>	Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.	DA/JD	31-Mar	Ongoing
			Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.	DA/JD	31-Mar	Ongoing
			"Covid" induction as employees return to work - video available on website beforehand and confirmation on site	DA	30-Jun	Ongoing

## Risk Assessment

### Risk Assessment Reviews

Record the reviews and amendments of the risk assessment below.

DATE OF REVIEW	AMENDMENTS MADE	REVIEW CARRIED OUT BY
12 Jun 2020	First Risk Assessment	DA and SMS
29 Jun 2020	Review 1m+ guidance and leave at 2m	DA and JD

## Risk Assessment

### Instructions for Review and Amendment

The risk assessment should be kept under review on an on-going basis. A review may be prompted by a change in work routines or processes, new equipment or chemicals being provided, a change to the building or furniture, comments or complaints received, an accident or near miss occurring or any new information becoming available.

If any significant risks are identified that are not adequately included in the document then they should be added or amended as appropriate. Any reviews and amendments should be recorded on the "Risk Assessment Review" table.

More formal reviews of the risk assessment will be conducted at regular intervals. Annual reviews would be regarded as appropriate for locations or activities regarded as having "normal" levels of risk. This may be more frequent for higher risk situations.

At the formal review, the assessment should be examined to confirm that it is still suitable and sufficiently records the identified risks and their precautions. If any alterations are made to the assessment then record it on the "Risk Assessment Review" table. Where any further action has been identified as necessary, make sure that a person has been identified for following up this action and a reasonable date for action to be completed by entered on the form. If no amendments are necessary, the review should also be recorded on the "Risk Assessment Review" table as no amendments made.